



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

Job Description

Job Title:	Communications Coordinator	Requisition # 2015-14
Division:	Communications	
Reports To:	Public Information Manager	
Grade Level:	H15	
Salary:	\$48,000 - \$60,000	
FL Status:	Exempt <input checked="" type="checkbox"/>	
Employment Status:	Full Time <input checked="" type="checkbox"/>	

Job Summary

Responsibilities for this position include a variety of Communications related activities related to events coordination; composition of numerous articles and reports; and support for media relations activities. This position also serves as liaison to elected officials, stakeholders and school district officials to coordinate events that celebrate project milestones at the SDA. Residency in New Jersey is a requirement for this position in accordance with the New Jersey First Act.

Essential Duties and Responsibilities

1. Monitoring daily news articles (hard copy and online) and other media outlets for SDA-related articles and disseminating them internally.
2. Planning and executing SDA project events and community meetings. This includes coordination of all logistics and working with SDA staff, school district officials and local legislative offices; as well as providing SDA executive staff with necessary briefing materials.
3. Strategizing regularly with staff on marketing techniques and promotional plans for upcoming SDA events, activities and programs, including online communications.
4. Writing articles for the SDA Intranet and maintaining content and updated language for sections of SDA's external website.
5. Providing support as needed to the Public Information Manager while responding to inquiries from media (print, TV, radio) as well as composing, editing and disseminating media advisories and press releases, to proactively promote SDA events, activities and programs as needed.
6. Fulfill any assigned information requests from legislators to ensure elected officials are well informed regarding the program and that information is complete and delivered in a timely manner.
7. Assist in the preparation of presentations, talking points, and legislative testimony briefing materials for SDA Executives.
8. Work cooperatively and collaboratively with the entire Communications Team by proactively contributing to planning discussions, providing input regarding new initiatives and staffing Authority-wide events.
9. Attend evening or off-hours meetings to support SDA initiatives as required.

10. Other duties as assigned.

Required Skills and Abilities

1. Excellent communications skills, both oral and written. The ability to communicate effectively with the news media and general public.
2. Ability to gain a thorough knowledge and understanding of all aspects of the SDA.
3. Ability to multi-task and work under tight deadlines.
4. Strong organizational skills and attention to detail.
5. Ability to work independently and with professionals of various disciplines.
6. Proficiency in Microsoft Office Suite and knowledge of Microsoft Publisher.

Required Education and Experience

1. Bachelor's degree in communications, English, political science or related degree or equivalent related business experience.
2. Minimum one to two years of experience in communications or business.

Physical Demands

Ability to travel to various locations throughout the State for community meetings and/or tour project sites that may require significant walking.

Certificates and Licenses Required

Valid drivers' license